



SPREP

Secretariat of the Pacific
Regional
Environment Programme

PROE

Programme régional
océanien de
l'environnement

Request for Tenders

File: AP1/4/3
Date: 8 February, 2011
To: Information management consultants
Contact: Jill Key jillk@sprep.org

Subject: Request for tenders: Information Management and Utilization

1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP is calling for tenders from qualified and experienced Information Management and Utilization Experts who can offer their services to develop the information management and utilization component for a 5-day workshop on integrated environmental assessment, to be delivered nationally to SPREP member countries as part of the EC funded project "Capacity Building related to Multilateral Environmental Agreements in African, Caribbean and Pacific Countries".
- 2.2. The successful applicant will need to provide:
 - A draft agenda for the component
 - Pilot the draft agenda in a national workshop in Fiji
 - Review and revision of the component, to produce a final agenda to be used in future workshops
- 2.3. The terms of reference for the consultancy are as follows:
 - Evaluate the lessons learned from previous experience in delivering information management and utilization workshops convened by SPREP in Tonga and Kiribati in 2010;



- Develop an agenda for a 1-day session on information management and utilization as a component of a 5-day integrated environmental assessment (IEA) workshop, with the following specific outcomes:
 - Participants understand the need for evidence-based decision making
 - Participants know where to find and how to access national and regional information databases
 - National coordination body for information identified
- Submit the proposed draft agenda to the IEA workshop team by 30 March 2011.
- Participate in a trial 5-day IEA workshop to be held in Fiji, 4 – 8 April 2011, to deliver the information management and utilization component.
- Review and revision of the information management and utilisation agenda.
- Work to be completed at the end of the 5-day workshop in Fiji, 8 April, and outcome report submitted within 7 days.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- Extensive information management experience within the Pacific Islands region;
 - Sound knowledge of information work within Pacific island country contexts;
 - Familiarity with international and regional multilateral environmental agreements in the Pacific island country context;
 - Experience in designing and running workshops in information management and utilization in the Pacific region;
 - Fluent in English with excellent communications, presentation and inter-personal skills and ability to work within a multi-disciplinary and multi-cultural team environment;
 - Familiarity with the EC funded project “Capacity Building related to Multilateral Environmental Agreements in African, Caribbean and Pacific Countries” preferred;
 - Able to deliver the proposed agenda and participate in the trial workshop in Fiji on the given dates.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets / curricula vitae), timeframes and costs.

5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria:
 - Expertise in information management and utilization in the Pacific island country context
 - Demonstrated experience in workshop design and delivery in the Pacific region
 - Familiarity with / comprehensive understanding of multilateral environmental agreements

6. Deadline

- 6.1. The due date for submission of the tender is: Friday 4 March 2011.
- 6.2. Late submissions will be returned unopened to the sender.
- 6.3. Please send all tenders clearly marked 'TENDER: Title of Tender' to:
 - mail: SPREP
Attention: Jill Key
PO Box 240
Apia, SAMOA
 - Email: jillk@sprep.org
 - Fax: 685 20231
 - Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.